

May 4, 2007

**Mayor's Anti-Drug Community Fund
Relating to Youth Programs**

Dear Grant Applicant:

The Honolulu City and County Office of the Mayor is administering funds appropriated by the State Legislature for Community Anti-Drug initiatives. This fund was established to fund community-based substance abuse prevention programs, with priority given to drug education and awareness in the schools, community partnerships and non-school youth activities. The Mayor's Task Force on Drug Abuse will participate in the review of grant proposals and will be looking for projects that propose activities to address the goal(s) of sustained or increased alcohol and/or other drug prevention, education and/or awareness activities within communities with the greatest needs in Honolulu County. Collaboration among recipients of these grants is encouraged. **The total amount available for this program is \$200,000.**

Funded projects will be working collaboratively with the Mayor's Task Force on Drug Abuse on an exciting and ambitious new campaign targeting Youth programs within the City and County of Honolulu.

Who qualifies to apply for these funds? Community-based 501(c) 3 organizations and government agencies.

What funding is available? Projects may not exceed **\$50,000** and only one project will be awarded to any one 501(c) 3 organization or government agency. Funds will be awarded to projects that are planned for the future and will not be awarded to projects that have already happened.

What is the time frame for the project? Proposals are due to the City and County by close of business, 5:00 p.m. on **June 4, 2007**. Proposals will be reviewed and decision and notification made by **June 14, 2007**. Selected projects will be required to execute a grant agreement with the City. The project is to be completed by **December 31, 2007**. A final report, including expenditures and evaluation, is due to the City and County no later than 30 days after the completion of the project.

Who is the target population? Your proposal can target any population within the **City and County of Honolulu**. As Stated above, priority will given to drug education and awareness in the schools, community partnerships and non-school youth activities in Honolulu communities with greatest need. . You will be asked in the proposal to describe your target population and estimate the number of individuals to be impacted by your project.

How does an agency apply for these funds? A 501 (c) 3 agency must submit three copies of a completed grant proposal form along with one copy of official notification that the organization is designated by the IRS as a 501 (c) 3 tax exempt organization. The grant application form is available through the Office of the Mayor, phone 527-6090 and/or on the web at www.honolulu.gov. The original and 3 copies of your completed

proposal and one copy of the organization's 501(c) 3 letter must be received no later than 5:00 p.m. on June 4, 2007. Only completed applications will be reviewed and considered for funding.

Who to call for questions – If you have a question regarding this announcement or the application form, please call Isaac Hokama at 527-6090.

Grant Proposal

Organization Name:

Address:

Zip Code:

Contact Name:

Phone:

E-Mail:

Date of 501 C (3) designation: _____

Which category best describes your target population?

? Children ? Adolescents ? Teens ? Adults ? Family

? Community ? Other (specify) _____

Check the categories that best describe your project (check all that apply):

?Sports/Recreation

?Culture/Arts

? Education

?Parenting

?Family Activities

?Public awareness

?One-time event

?Ongoing activities

?Mentoring

Amount Requested: \$ _____ **Expected Completion Date:** _____

I. Project Description

A. What activities will you do?

B. Where will your project take place?

C. How will your project meet the goal of “sustained or increased alcohol and/or other drug prevention, education and/or awareness activities within communities in Honolulu County”?

D. Who is your target population (i.e. age, location)? How many will benefit from this project?

E. Describe the community need that your project will address and quantify.

F. What will be different in your community because of this project?

G. How do you propose to measure the effectiveness of your program?

II. Organization's Background

A. What is the main mission of the organization?

B. What are the main services the organization provides?

C. Who is the main target population of the organization's services?

III. Budget

Please use this section or attach a detailed budget.

Project Cost or Expense	\$ Amount
Purchased Supplies (art supplies, lumber, etc.)	\$
Equipment – purchase or rental	\$
Facility Rental	\$
Photocopying/Postage/Printing	\$
Reimbursements (e.g. mileage)	\$
Refreshments (alcohol costs not allowed)	\$
Other (please list - personnel costs not allowed)	\$
Project Total	\$

Please list any “in kind” contributions such as labor, professional services, materials or other donations you expect to receive:

I attest to the accuracy of the information included in this application. I also understand that a final report will be due 30 days after completion of the project and that failure to comply with this requirement will preclude future consideration for any Honolulu Mayor’s Anti-Drug Fund grants.

Signature:

Executive Director/CEO of Applicant Organization

Date

Print Name:

Submit the original and 3 copies of this application and 1 copy of your organization’s 501(c) 3 letter no later than 5:00 p.m. June 4, 2007 to:

Mayor’s Task Force on Drug Abuse
530 South King Street Room 306
Honolulu, Hawaii 96813